

CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

FY 2011 Contract Initiation Instructions

Organizational Support Program (OSP)

Creative Communities San Diego Program (CCSD)

A **Contract with the City of San Diego** through the Commission for Arts and Culture (Commission) consists of a standard contract including exhibits and all the items listed below. All of these items must be on file or submitted to and approved by the Commission before your contract can be routed to the Purchasing Department and the City Attorney's Office for their approvals.

Your completed Package is due by **4:00 pm, Tue, Aug 31, 2010**. All submissions are subject to approval by various City Departments (see below). Incomplete submissions may be returned and will delay your payments.

Two (2) copies of all of the following are required:

Item	Who Uses It?
1. Exhibit A (Mission Statement, Goals and MEASURABLE Objectives)	Commission for Arts and Culture
2. Acknowledgement Plan	Commission for Arts and Culture
3. Contact Information Form	Commission for Arts and Culture
4. Work Force Report	Equal Opportunity Contracting
5. Evidence of Insurance	Risk Management
6. Drug-Free Workplace Certification	Risk Management
7. Vendor Registration Form (See Note)	Purchasing
8. IRS W-9 (See Note)	Purchasing
9. CA Secretary of State Non-Profit Active Status Verification	Purchasing
10. Suspension and Debarment Status Verification	Purchasing

In addition, your chief executive officer must sign and return the two (2) copies of the standard contract that will be supplied to you.

Note: If you currently (FY10) have a contract with the City through the OSP or CCSD Programs, you **do not** have to submit the Vendor Registration and IRS W-9 Forms.

Information regarding all these requirements (and most of the forms in Word or PDF versions) is on the Commission's website:

- OSP: <http://www.sandiego.gov/arts-culture/funding/osp.shtml>
- CCSD: <http://www.sandiego.gov/arts-culture/funding/ccsd.shtml>

Your **Diversity Survey** for the Commission will be due with your **FY11 Final Performance Report**.